



City of Minneapolis

CAREER OPPORTUNITIES BULLETIN

WEEK of December 1, 2014

Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.

We are currently accepting applications for the following positions. Apply online at www.minneapolismn.gov/jobs. Further information can be obtained at the Human Resources Department, 250 South 4th Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

OPEN POSITIONS

Applications Programmer – #21462/Salary \$25.08 – \$34.52 hourly

Responsible for application software development, maintenance, support, testing and documentation.

Qualifications: **Resume: REQUIRED.** You must submit your resume along with the official, city application. Please submit this to Katherine.Waryan@minneapolismn.gov no later than the job closing date. **Experience:** Two (2) year of experience in Application Development/Support of large software using specific technical tools, languages, techniques, etc **Education:** Associate's Degree in Computer Programming, Computer Science, or a closely related field. **Equivalency:** An equivalent combination of related education/experience may be considered. To view the full job announcement and complete the online application click on the following link: http://www.minneapolismn.gov/jobs/jobs_index then "View Job Postings and Apply Online" **Applications accepted through December 5th, 2014**

Assessor II – Exam #21620 / Hourly Salary \$27.63 up to \$36.00

ALL applicants MUST submit a completed: **City of Minneapolis Online Application**. Applicants can apply online at <http://www.ci.minneapolis.mn.us/jobs/index.htm>. **Resume:** Must be submitted prior to the job closing date. A copy of your **license** (at least one of the following): 1) Assessor License, 2) Appraiser License, 3) Real Estate License. **POSITION INFORMATION:** The City of Minneapolis Assessor Office is hiring a candidate to perform technical and specialized field and office work in the assessment of apartments, commercial, industrial, residential and personal property. **MINIMUM QUALIFICATIONS:** **Education:** Bachelor's Degree in Real Estate, Architecture, Engineering, Business Administration or equivalent. **Experience:** Three years of relevant appraisal experience that includes customer service experience. **Licenses and Certifications:** Certified Minnesota Assessor (CMA) with Income Qualified Accreditation **OR** Licensed Certified General Appraiser with the requirement that candidate must achieve the CMA - Income Qualified accreditation from the State Board of Assessors within 24 months of hire. Valid Driver's License. **Applications accepted through Friday, December 12th, 2014.**

Contract Compliance Officer I – 21627/Salary \$24.035 - \$33.503 hourly

Conduct and lead others in conducting desk review and onsite investigation of contractors' compliance with Chapter 139.50 of the Ordinances and applicable equal employment opportunity regulations within the geographic area of the City of Minneapolis. Incumbent must be able to travel to various construction job sites. **Qualifications:** **Experience** Two (2) years of experience performing directly related duties in the Civil Rights field.

Education Bachelor's Degree with course work in equal opportunity and affirmative action history, legislation, statistics, human resources and/or business administration or equivalent. **Applications accepted through December 10, 2014**

Convention Center, Operations Maintenance Specialist – Exam #21619 / 4 Months Rate: \$15.36 hourly, \$16.16 up to \$20.63 hourly thereafter

There are currently multiple intermittent vacancies to be filled at the Minneapolis Convention Center. Hours are 5 pm-1:30 am, however hours and shifts may vary according to need. Intermittent work schedules may range from zero to forty (0 to 40) hours per week. Mainly nights, weekends and holidays. Requires working irregular work schedule such as evenings, days, weekends and holidays. **Primary Responsibilities:** Perform manual set up and tear down of events at the Minneapolis Convention Center. Cleaning and simple maintenance work on the building interiors and exteriors and performs ground maintenance work as assigned in order to ensure the building and its facilities are maintained in a healthy, orderly and sanitary manner. Upholding high standards of customer service, independent judgment and professionalism are required for this position.

REQUIREMENTS: **Education:** Ability to follow oral and written instructions. High School diploma or Equivalent preferred. **Desirable Qualifications:** Customer Service/ Hospitality/ Client Interaction and related experience to position. To view this posting and apply online, please visit www.ci.minneapolis.mn.us/jobs/ **Applications accepted through Monday, December 1st, 2014.**

The City of Minneapolis is an Equal Opportunity Employer

Coordinator Plans & Scheduling – #21609/Salary \$69,401 to \$75,836 Annually

Coordinate planning and scheduling of maintenance, repair, rehabilitation, and operation activities of the sanitary and storm sewer systems for long term staffing and resource planning and allocation. **Qualifications:** Two (2) years as a foreman or supervisor in construction/maintenance field OR Six (6) years experience in a Sewer Maintenance, Sewer Construction or similar operation OR Four (4) years in inspection, testing and construction oversight OR A combination of qualifying experience (as noted above) may be considered. **Education:** High School Diploma or equivalent. To view the full job announcement and complete the online application click on the following link: http://www.minneapolismn.gov/jobs/jobs_index then "View Job Postings and Apply Online" **Applications accepted through December 5, 2014**

Director of Facilities, Operations and Maintenance: Facility Manager – Exam #21617 / Salary \$83,571 up to \$103,495 Annually

APPLICATION PROCESS: ALL applicants MUST submit a completed: 1) **City of Minneapolis Online Application.** Applicants must apply online at www.minneapolismn.gov/jobs. 2) **Cover Letter, Resume and Supplemental Questionnaire.** Supplemental questions are listed in the job posting for the position. Applicants are required to submit responses to the supplemental questions, cover letter and resume to Joel.Lampe@minneapolismn.gov prior to the job closing date. **POSITION INFORMATION:** The Director of Facilities, Operations and Maintenance reports to the Director of Property Services and is responsible for the operations and maintenance of all City of Minneapolis owned and operated facilities under the jurisdiction of Property Services and utilized by the City's charter departments for municipal operations. **REQUIREMENTS:** **Education:** A Bachelor's Degree in Engineering, Construction Management, Facility Management or closely related field. **Experience:** Five (5) years of facility management experience in a large organization that includes project management and supervisory experience. **Driver's License:** Possess and maintain a valid Driver's License. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Friday, December 5th, 2014.**

ENGINEERING TECHNICIAN III - #21575

Salary: \$22.24 to \$31.38 per hour **Position Information:** This position requires the ability to perform paraprofessional civil engineering work; perform specialized high level technical support with design, and construction inspection activities; and act a liaison with other parties for the Professional Engineer in the field. **Qualifications:** **Education:** Eighteen (18) months of post High School or G.E.D. From a vocational/technical college and/or university in Civil Engineering Technology, Civil Engineering, or closely related field (i.e.: engineering, applied sciences, mathematics, physics, chemistry, geography, etc.). **Experience:** Three (3) years of related experience performing Civil Engineering and/or related technical work similar to the duties listed in the job duties above. **EQUIVALENCY:** Education: Five and a half (5 ½) years of directly related work experience in civil engineering with a government agency and/or civil engineering consulting firm may be substituted for Eighteen (18) months of post High School or G.E.D. Experience: Fifty semester credits/units (50) may be substituted for eighteen months of experience where (25) semester credits/units must be in Civil Engineering from a University program. A combination of education, training and/or work experience demonstrating the applicant's knowledge, skills, and abilities that meet the minimum qualifications may be considered. **LICENSES/CERTIFICATIONS:** Must possess and continue to maintain a valid Driver's License. Bridge Construction Inspection certification from MNDOT is highly desirable at the time of hire. However, the certification from MNDOT must be successfully obtained within 12 months of hire. *** Drivers License information will only be checked for those persons who may be invited to the job interview process***. **Transcripts must** be submitted with your application materials. **Applications accepted, through: Monday, December 1, 2014 through Friday, December 12th, 2014**

Property Services Project Coordinator – Exam #21626 / Annual Salary \$57,600 up to \$74,085

All applicants MUST submit a completed: City of Minneapolis application, please apply online at <http://www.ci.minneapolis.mn.us/jobs/index.htm>. Resume and supplemental questionnaire must be submitted prior to the job closing date and can be emailed to Joel.Lampe@minneapolismn.gov. **POSITION INFORMATION:** There is currently one (1) exempt, full-time vacancy to be filled in the Property Services Division of the Finance Department. Under general direction of the Senior Facilities Planner, oversees and serves as a liaison between City Departments and the Finance Department regarding remodeling projects. **MINIMUM REQUIREMENTS:** **Education:** Bachelor's Degree in Interior Design, Facilities Management or a highly related field **Experience:** Three (3) years of experience in the planning, supervision and administration of facilities related projects. **Equivalency:** An equivalent combination of training and experience may be considered. **License:** Must possess and maintain a valid Driver's License. **Applications accepted through Wednesday, December 10th, 2014.**

Office Support Specialist II- Exam #21628/Hourly Salary \$17.021 - \$23.732

There is currently one vacancy in the Public Works Department and will be working to provide assistance to Public Works Solid Waste & Recycling division. The incumbent will provide clerical and administrative support in accordance with standard procedures and general understanding of the departments' functions to assist professional staff in meeting the goals of the department/division. **Qualifications:** Two years of experience as an Office Support Specialist I or equivalent administrative/clerical experience. High School Diploma or equivalent. An equivalent combination of related education/experience may be considered. Background/Drug & Alcohol check. Applicants can apply online at www.minneapolismn.gov/jobs. **Applications accepted December 1, 2014 through December 12, 2014**

CITY EMPLOYEES ONLY

Program Assistant – #21623/Salary \$18.74 - \$29.66 hourly

Under general supervision perform a variety of technical, clerical and administrative tasks for the Problem Properties Unit of Regulatory Services, relieving executives and/or professional staff of routine work not needing their personal attention, or in support of a specific division or program ensuring efficient operation. There is currently one (1) non-exempt, full-time vacancy to be filled. **Qualifications:** **Education:** Post High School education or equivalent. **Experience:** Three (3) years of related experience. **Equivalency:** An equivalent combination of education and experience may be considered. **Applications accepted November 26, 2014 through December 10, 2014.**

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.

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